

Occupational Endorsement Certificate Bookkeeping

Students graduating with an Occupational Endorsement Certificate in Bookkeeping will be able to:

1. Demonstrate the ability to apply the fundamental accounting equation in the analysis and recording of business transactions and understand the concepts underlying the preparation of financial statements.
2. Demonstrate the ability to use special journals and subsidiary ledgers in the analysis and recording of business transactions.
3. Demonstrate competency in using computer technology in the accounting processing cycle.